

# insights

October, 2018

VOLUME 1, ISSUE 8

## **Your window into the VISION Upgrade to v9.2 Project**

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**VISION**  
Upgrade to v9.2

***If you always do what  
you did, you'll always  
get what you got.***

—Marian Diamond



## **Message from the Sponsors**

As the VISION Upgrade to v9.2 project hits the homestretch we are excited by what we are seeing. In this issue of *Insights* you're getting a first look at how you will navigate around VISION 9.2 with a focus on the new WorkCenters.

WorkCenters are the places to go to accomplish all of your tasks within a PeopleSoft module. We highly recommend that you use the WorkCenters as your primary navigating tool in VISION. They provide links to all the work and functions you'll need within a module. You can even add your own links to

any of the WorkCenter pagelets except My Work.

You will still be able to navigate through VISION using menus similar to the current menus and have the option of building a traditional "Favorites" list. Unfortunately, "breadcrumbs" - the list of menu selections that tracked how you got to a VISION page will no longer be available but we believe that WorkCenters will easily replace this functionality.

- Adam Greshin, Commissioner - Department of Finance and Management
- Brad Ferland, Deputy Secretary - Agency of Administration

# VISION Upgrade to v9.2

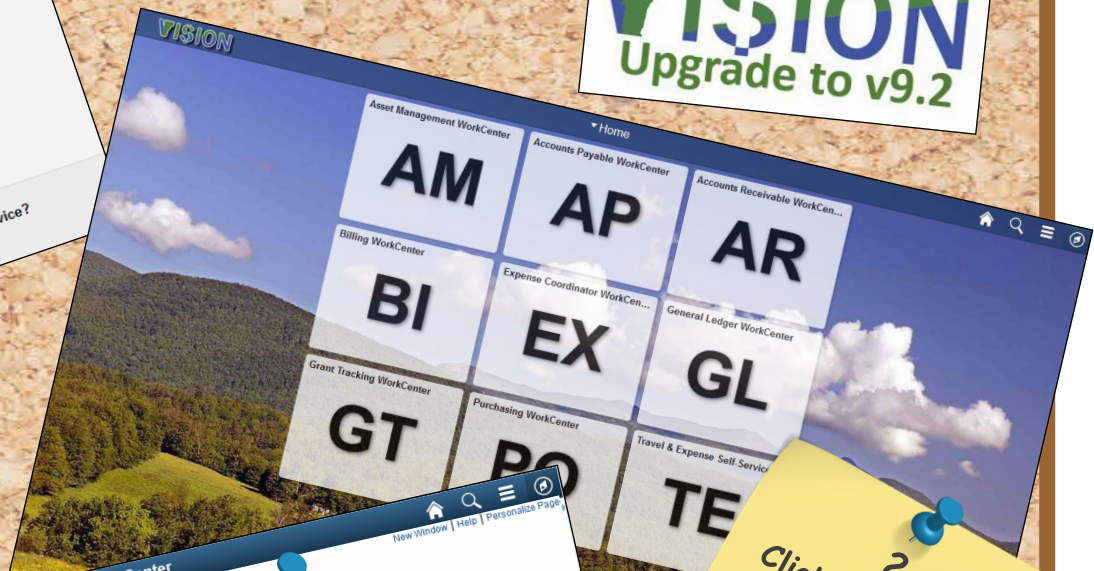
User ID  
54321

Password  
.....

**Sign In**

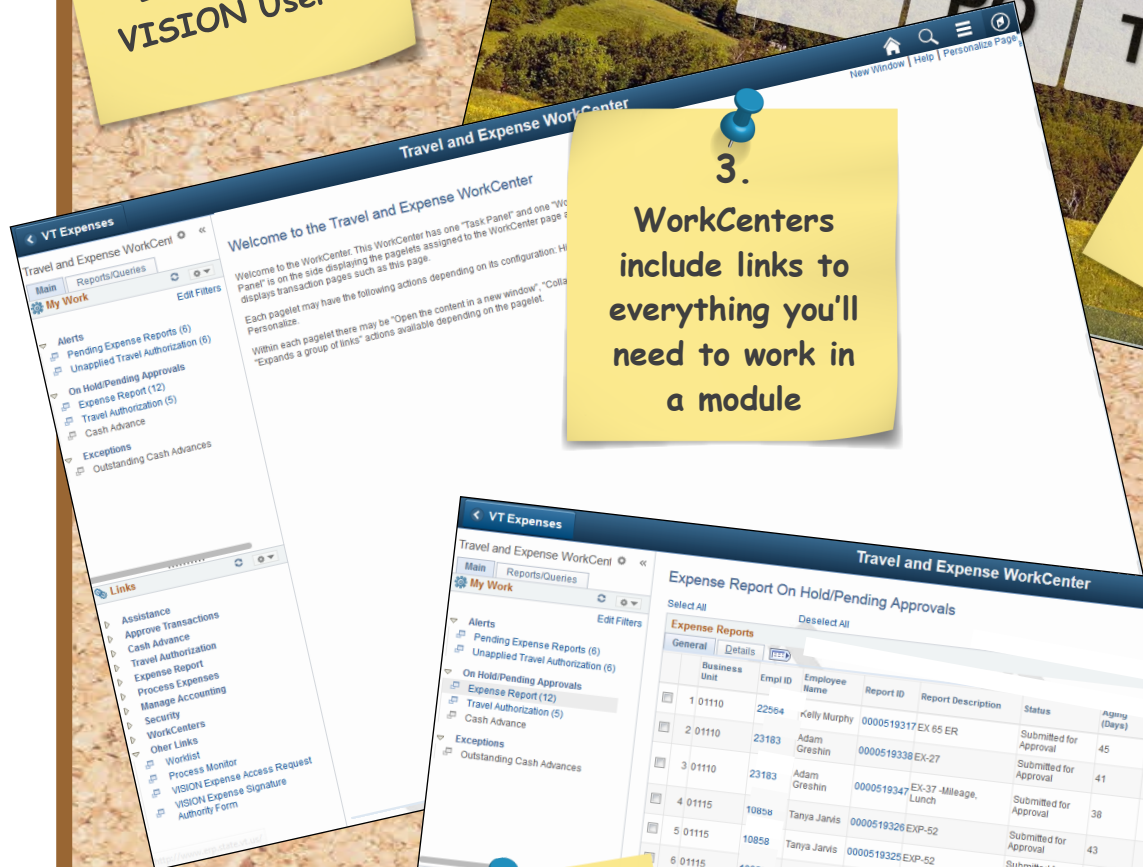
[I Forgot My Password](#)

[Employee Self Service? R Login](#)



1.  
Sign in using  
your employee  
ID number or  
VISION User ID

2.  
Click on a tile on  
the Home page  
to go to a  
WorkCenter



3.  
WorkCenters  
include links to  
everything you'll  
need to work in  
a module

4.  
Clicking a link in the  
My Work pagelet  
opens a list of  
items requiring your  
attention

Travel and Expense WorkCenter

Travel and Expense WorkCenter

Expense Report On Hold/Pending Approvals

Travel and Expense WorkCenter

Expense Report On Hold/Pending Approvals

Expense Reports

General

Details

Print

Business Unit

Empl ID

Employee Name

Report ID

Report Description

Status

Agency (Days)

Amount

Expense Supervisor

Expense Supervisor

1 01110

22564

Kelly Murphy

0000519317

EX 65 ER

Submitted for Approval

45

54.50 USD

Expense Supervisor

AGRESHIN

2 01110

23183

Adam Greshin

0000519338

EX-27

Submitted for Approval

41

16.35 USD

Expense Supervisor

SYOUNG

3 01110

23183

Adam Greshin

0000519347

EX-37 - Mileage, Lunch

Submitted for Approval

38

26.80 USD

Expense Supervisor

SYOUNG

4 01115

10858

Tanya Janis

0000519326

EXP-52

Submitted for Approval

43

21.80 USD

Expense Supervisor

AGRESHIN

5 01115

10858

Tanya Janis

0000519325

EXP-52

Submitted for Approval

43

21.80 USD

Expense Supervisor

MRIVEN

6 01115

10858

Tanya Janis

0000519319

EXP-52

Submitted for Approval

42

21.80 USD

Expense Supervisor

MRIVEN

7 01115

10858

Tanya Janis

0000519336

EXP-52 - Deleted Supervisor

Submitted for Approval

42

21.80 USD

Expense Supervisor

MRIVEN

8 01115

18350

Nancy Collins

0000519339

EX-27

Submitted for Approval

41

16.35 USD

Expense Supervisor

AGRESHIN

9 01115

10858

Tanya Janis

0000519376

EXP-52 - Deleted Supervisor

Submitted for Approval

41

16.35 USD

Expense Supervisor

AGRESHIN

4.

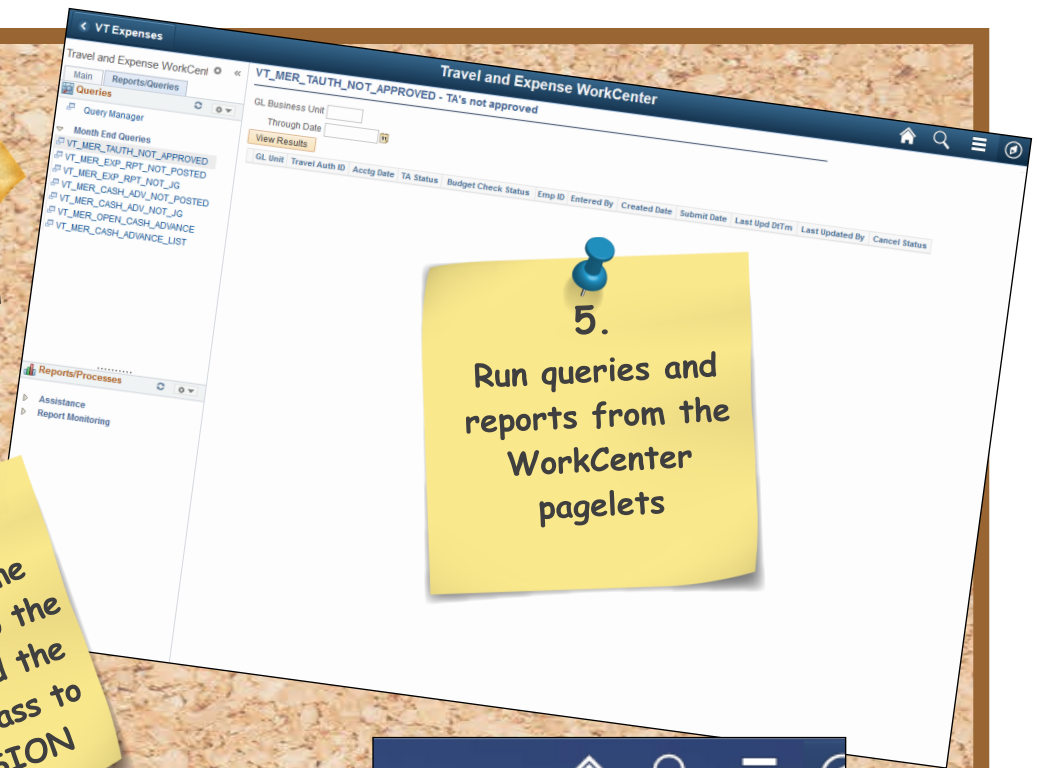
making a link in the  
y Work pagelet  
a list of

See more on page 3.



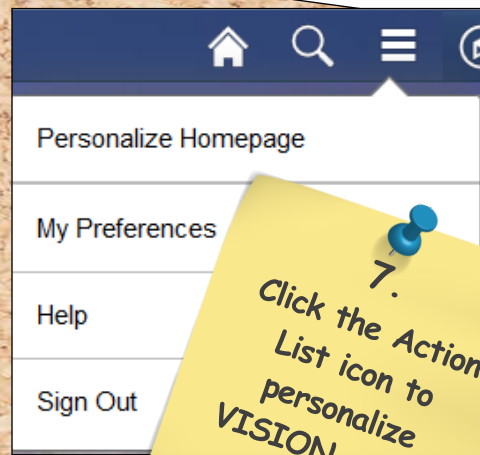
# VISION

Upgrade to v9.2



5.  
Run queries and reports from the WorkCenter pagelets

6.  
Click on the Home icon to return to the Home page and the Magnifying Glass to search VISION



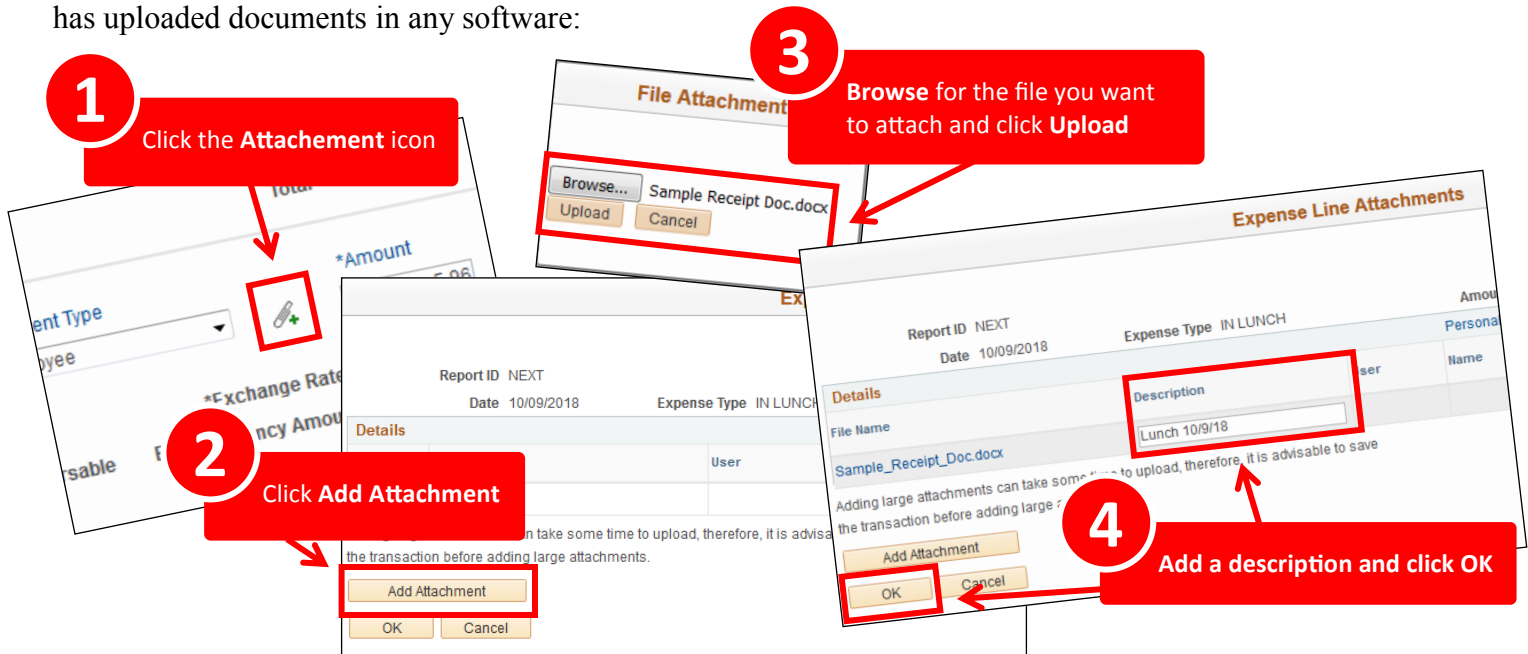
7.  
Click the Action List icon to personalize VISION and to sign out

8.  
Click the NavBar and Navigator icons to open a menu list of all content.

Look for more information on new functionality in future issues of *Insight*.

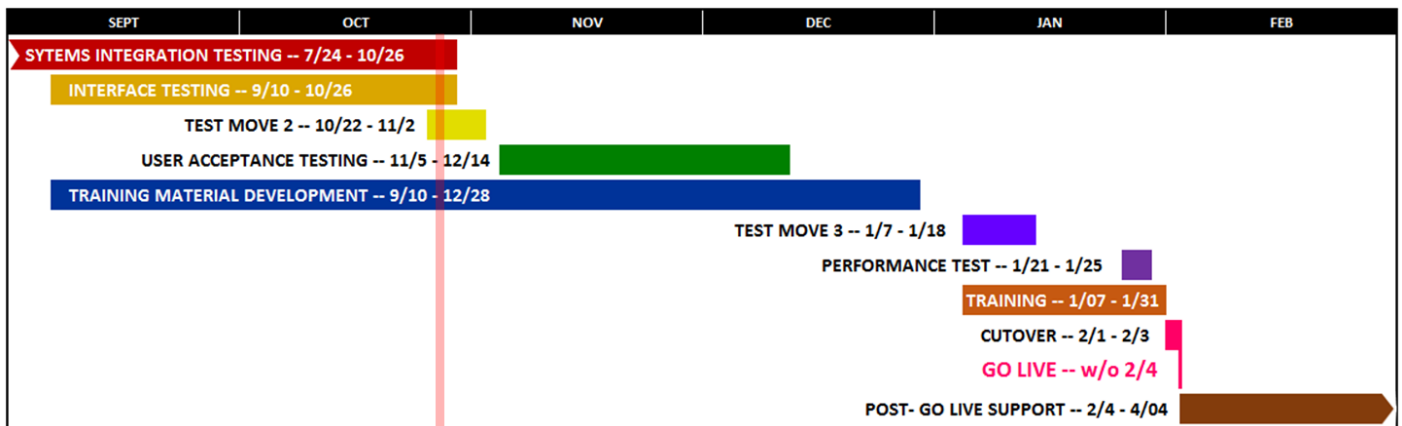
## Attachments

One of the new features of VISION v9.2 will be the option to attach documents in various places such as receipts to an expense report. The functionality is similar in each module and will be familiar to anyone that has uploaded documents in any software:



## Project Status Update

As of the publishing date, the project remains on track to go live the first weekend of February, 2019. Systems integration testing is wrapping up, the second test move is underway, and the training materials development is moving along. Scope, schedule, and budget all remain in an “at risk” status as the project team continues to work out the project planning details to get us to the February go live.



**IN  
SCOPE**



**ON  
SCHEDULE**



**WITHIN  
BUDGET**

